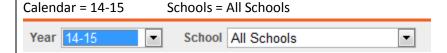
2	Behavior (Safe Sci	hools) Da	ata Entry		
KDE Contact (Data	Libby Taylor, Windy Newton, (502) 564-4772	Updated	7/24/2014		
Steward)	Restraint and Seclusion Program Contact: Gretta Hylton,				
	(502) 564-9850 x4109				
Description	Behavior Management Tool should be utilized to document behavior incidents, behavior events,				
	behavior resolutions and behavior responses.				
Data Standard	<u>KRS 158.444</u> – reporting of discipline to KDE				
Reg sites, data use,	KRS 158.148 – student discipline guidelines and model policy				
etc.	KRS 158.156 – victim of a violation of any felony offense				
	• <u>KRS 525.070</u> – harassment				
	KRS 525.080 – harassing communications				
	704 KAR 7:160 – Restraint and Seclusion				
How is data used	Safe Schools Reporting will be used for public reporting, EDEN federal reporting and OEA				
	(Office of Education Accountability) requirements.				
	Kentucky's School Report Card				
	Monitoring and reporting of Restraint and Seclusion				
Noted Changes for	Behavior Response module added to collect Restraint and Seclu	ision required da	ta elements		
current year	Restraint and Seclusion Custom Tab will no longer be used beginning with the 2014-15 school				
	year. User security to this tab should be restricted to read-only for historical purposes.				
Available Ad-Hoc &	Undated ad has reports will be developed by KDF and published to districts				
Reports	Updated ad-hoc reports will be developed by KDE and published to districts.				
Available Training	Various trainings will be posted via KDE's Safe Schools website				
2A		Behavi	or Administration		
Campus Path:	Behavior Admin Resolution Types				

These tasks should be done in the summer before school starts and data entry of behavior events are entered into the system.

Appropriate local district resolution codes should be mapped to State Resolution Codes for reporting purposes:

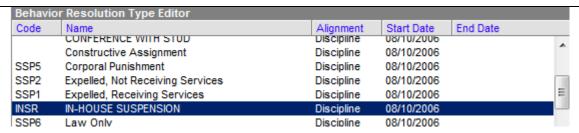
- SSP1: Expelled with Services
- ❖ SSP2: Expelled without Services
- SSP3: Out of School Suspension
- SSP5: Corporal Punishment
- ❖ SSP7: Restraint
- SSP8: Seclusion
- ❖ INSR, In-School Removal any district resolution type in which student is removed from his/her normal educational environment during instructional time, i.e., ISAP, ISS, In School Detention, Alternative Classroom, Alternative Program within the district, etc...

2014-15 Safe Schools Extract will include **all** student behavior events with a resolution which is mapped to a state resolution code.

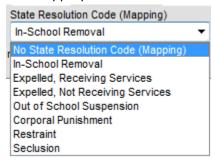


PATH: Behavior | Admin | Resolution Types

Select local resolution type



Select appropriate State Resolution Code (mapping)



Save

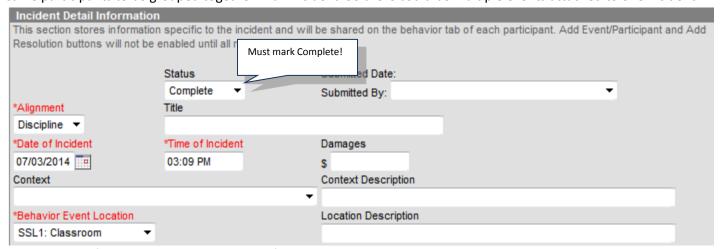
2B Incident Detail Information

Campus Path: Behavior | Behavior Management Tool

As in other areas of the behavior management tool, do not include other student's names in any of the details as this data could be printed or viewed in other areas of the program.

Step 1 Data Entry: Incident Detail Information

An incident is a group of behavior events linked by time and proximity. Events do not have to be related nor have the same participants to be grouped together in an incident. So there could be multiple events attached to one incident.



Status: Select from the drop list the status of Incident detail

- In Progress
- Complete

NOTE: Status must be marked complete for the incident/event/resolution to appear on the student behavior tab AND for all reporting purposes.

Submitted by: Select from the drop list the staff that reported the behavior incident detail

Alignment: Select from the drop list the type of incident

- Discipline (negative)
- Award (positive)

Title: Enter a brief description of incident as a whole, i.e., Fight at Assembly, if left blank, the first Event Type selected will default as value when incident saved

Date of Incident: Enter the date the incident occurred. This field defaults to the date the record is created.

Time of Incident: Enter the time the incident occurred. This field defaults to the time the record is created.

Context: Select from the drop list the context of the incident

SS: School sponsored event, during school hours

The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND between the time the bell rings in the morning and the bell rings in the afternoon

EXAMPLES: incident occurs during instruction in the classroom; Incident occurs during lunch in the cafeteria; Incident occurs in the gym during a Pep Rally; Incident occurs on a field trip

SN: School sponsored event, not during school hours

The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days

EXAMPLES: Incident occurs during a home football game; Incident occurs at a school fall festival; Incident occurs on the school bus; incident occurs at an away football game in which student was transported by the school or under authority of school personnel

NS: Non-school sponsored event, during school hours

The discipline incident occurs off school campus AND between the times the bell rings in the morning and the bell rings in the afternoon

EXAMPLES: Incident occurs off campus during the time the student is supposed to be in attendance at school

NN: Non-school sponsored event, not during school hours

The discipline incident occurs off school campus AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days

EXAMPLES: Incident occurs at an away football game by a student that at the time of the incident is not under the authority of the school/district; incident occurs such as student uses home computer to harass another student from home in the evening

Behavior Event Location: Select from the drop list the location in which the incident occurred (NOTE: this field is now a required field)

SSL1: Classroom

SSL2: Bus

SSL3: Hallway/Stairwell

SSL4: Cafeteria

SSL5: Campus Grounds

SSL6: Off-Campus

SSL7: Restroom

SSL8: Gymnasium

SSL9: Office

SSL10: Athletic Field

SSL11: Playground

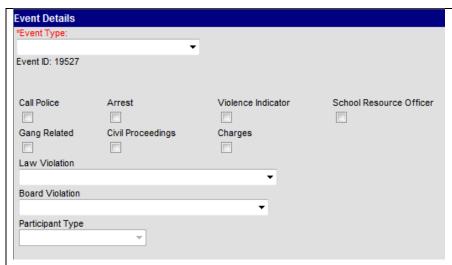
SSL12: Field Trip

SSL13: Other

SSL9-SSL13 New for 2014-15, districts will no longer be able to add or edit the drop list options

2C	Event and Participant Detail
Campus Path:	Behavior Behavior Management Tool
Step 2 Data Entry: Ev	vents and Participants Detail

Add Event/Participant



Event Type: Select from the drop list the local event type

Call to Police: Select checkbox if event resulted in a call to police

Arrest: Select checkbox if event resulted in an arrest

Charges: Select checkbox if event resulted in charges being filed

Gang Related: Select checkbox if event was gang related

Civil Proceedings: Select checkbox if event resulted in civil proceedings

School Resource Officer: Select checkbox if event involved a School Resource Officer Events that result in a state resolution MUST have a law or board violation selected.

Safe Schools extract will include **all** incidents of assault, violence, use of weapons, alcohol, drugs, controlled substance (tobacco use), bullying and harassment **regardless of event resolution**. Law and board violations that are highlighted below are reportable to KDE and will generate counts on the annual School Report Card.

Law Violation: Select from the drop list the law violation if applicable; codes highlighted below will be reportable to KDE

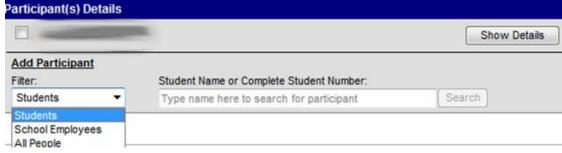
Code	Code Description	Code	Code Description
<mark>11</mark>	Criminal Homicide	<mark>1842</mark>	Amphetamines Distribution
<mark>20</mark>	Forcible Rape	<mark>1851</mark>	Barbiturates Possession and Use
<mark>30</mark>	Robbery	<mark>1852</mark>	Barbiturates Distribution
50	Burglary	<mark>1861</mark>	Heroin Possession and Use
60	Larceny - Theft	<mark>1862</mark>	Heroin Distribution
70	Motor Vehicle Theft	<mark>1871</mark>	Cocaine/crack Possession and Use
*75	Kidnapping	<mark>1872</mark>	Cocaine/crack Distribution
*80	Destruction of Property	<mark>1881</mark>	Prescription drugs Possession and Use
<mark>90</mark>	Arson	<mark>1882</mark>	Prescription drugs Distribution
*95	Trespassing	<mark>1891</mark>	Inhalant Possession and Use
100	Forgery	<mark>1892</mark>	Inhalant Distribution
110	Fraud	190	Gambling
120	Embezzlement	<mark>210</mark>	DUI
130	Stolen Property	<mark>230</mark>	Under Influence
140	Vandalism	240	Disorderly Conduct
<mark>151</mark>	Weapon - Handgun	260	Other
<mark>152</mark>	Weapon - Rifle	280	Loitering
<mark>153</mark>	Weapon/Other Firearm	<mark>301</mark>	1 st Degree Assault
<mark>154</mark>	Weapon - Other	<mark>302</mark>	2 nd Degree Assault
160	Prostitution	<mark>303</mark>	3 rd Degree Assault
171	Indecent Exposure	<mark>304</mark>	4 th Degree Assault
<mark>172</mark>	Statutory Rape	<mark>305</mark>	Menacing

<mark>174</mark>	Sexual Assault (Unwanted touching in a	<mark>306</mark>	Felony Wanton Endangerment
	sexual manner)		
<mark>1801</mark>	Other Drug Possession and Use	<mark>307</mark>	Misdemeanor Wanton Endanger.
<mark>1802</mark>	Other Drug Distribution	<mark>308</mark>	Felony Criminal Abuse
<mark>1811</mark>	Alcohol Possession and Use	<mark>309</mark>	Misdemeanor Criminal Abuse
<mark>1812</mark>	Alcohol Distribution	<mark>310</mark>	Terroristic Threat
<mark>1821</mark>	Marijuana/hashish Possession and Use	320	Terroristic - Bomb
1822	Marijuana Distribution	<mark>330</mark>	Terroristic-Ch/Bio/Nuc
<mark>1831</mark>	Hallucinogenic Possession and Use	340	Felony Stalking
<mark>1832</mark>	Hallucinogenic Distribution	<mark>341</mark>	Misdemeanor Stalking
<mark>1841</mark>	Amphetamines Possession and Use	<mark>350</mark>	Harassing Communications

Board Violation: Select from the drop list the board policy violation if applicable; codes highlighted below are reportable to KDE

Code	Description	Code	Description
1001	Cheating	5001	Fighting - Student to Student (physical
			aggression)
1002	Dress Code Incident	5002	Fighting - Student to Staff (physical
			aggression)
1003	Leaving Campus	5003	Fighting - Student to Other (physical
			aggression)
1004	Skipping Class	60	Inappropriate Sexual Behavior
1005	Skipping School	70	Profanity or Vulgarity
1006	Tardy to Class	<mark>8001</mark>	Bullying
1007	Truancy	<mark>8002</mark>	Harassment
1008	Signing Parent/Staff Note	<mark>8003</mark>	Threatening Staff
1009	Stealing	<mark>8004</mark>	Verbal Abuse
1010	Failure to follow staff instructions	<mark>8006</mark>	Threatening another Student
1011	Disrespectful Behavior	<mark>9001</mark>	Smoking
1012	Inappropriate Use of District/School	<mark>9002</mark>	Chewing
	Technology		
1013	Violation of Personal	<mark>9003</mark>	Tobacco - Other
	Electronic/Telecommunication Device		
<mark>1014</mark>	Look-alike drug possession, distribution	*9004	Alternative Nicotine Product
2001	Disruptive Behavior	*9005	Vapor Product
2002	Bus Disturbance	998	Other
40	Failure to Attend Detention	110	Dangerous Instruments (carrying or use)

^{*}Will be added to Infinite Campus in a future release



Search for Participant

Filter: Current Student, School Employees or All People **Participant Name:** Search for participant by last name

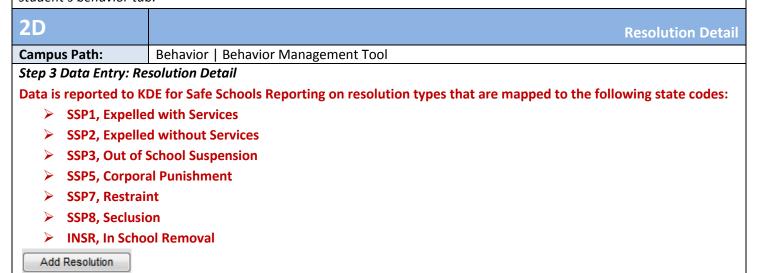


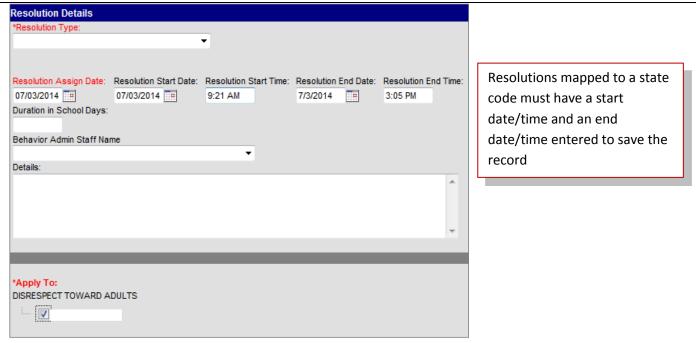
Role: Select from the drop list the role the participant played in behavior event

- Offender
- Participant
- Victim
- Witness

Relationship to School: Select from the drop list the appropriate participant relationship to the school in which the event occurred

Enter the participant detail for each participant of the event; this will write the event/resolution information to the student's behavior tab.





Resolution Type: Select from the drop list the appropriate resolution for specified participant in specified event

NOTE: Selection of SSP7: Restraint or SSP8: Seclusion requires additional data elements to be entered into the Behavior Response Detail (*Reference Behavior Response Standards Section 2E below*)

Resolution Assign Date: Enter the date the resolution was assigned to participant

Resolution Start Date: Enter the date the resolution begins

Resolution Start Time: Enter the time the resolution begins; verify the correct AM or PM designation

NOTE: The Resolution Date and Time default to the date/time the record is created, record should be updated to reflect the actual date/time the resolution begins.

Resolution End Date: Enter the date the resolution ends

Resolution End Time: Enter the time the resolution ends; verify the correct AM or PM designation

NOTE: If a resolution ends at the close of a specified school day, then the end date and time should be the close of school that day, not the beginning of school the next day.

Apply To: Select checkbox for participant in which resolution should be applied.

NOTE: If a student with an IEP is serving an In-School Removal, then the Admission and Release Committee (ARC) determines placement of alternative setting, you must update the behavior resolution **end** date and time to the date and time the ARC made this determination.



Response Details *Response Type *Response Type BR01: Control position restraint BR02: Kneeling position restraint BR03: Other BR04: Release / escape (self-protection) restraint BR05: Seclusion BR06: Standing position restraint

Response Type: Select the appropriate technique used during the restraint:

- BR01: Control position restraint
- BR02: Kneeling position restraint
- BR03: Other

BR07: Transport position restraint

- BR04: Release/escape (self-protection) restraint
- BR06: Standing position restraint
- BR07: Transport position restraint
- BR05: Seclusion (use only if Resolution SSP8 selected)

Create a new behavior response for each response. If the technique changes during the SAME response, describe in the Response Details textbox.



Response Date: Date will auto-populate from the Date of Incident field

Response Start Time: Enter the start time of the response **Response End Time:** Enter the end time of the response

Duration: Duration will auto-calculate based on the Response Start and End Time entered



Pre-Response Interventions: Select the behavioral intervention(s) used immediately prior to implementation of restraint or seclusion User can choose multiple interventions

PRIO1: Assigned seats
PRIO2: Behavior momentum
PRIO3: Communicate concerns w/student
PRIO3: Provide reminders
PRIO3: Provide space
PRIO3: Provide warning ar

PRIO3: Communicate concerns w/student PRI17: Provide warning and correction PRIO4: Independent activities PRI18: Recognize and respond to behavior

PRI05: Involve students in the plan PRI19: Redirect

PRI06: Modify task PRI20: Relaxation strategies
PRI07: Opportunities to respond PRI21: Schedules/routines
PRI08: Physical arrangement PRI22: Speak privately to student

PRIO: Prysical direction and limits
PRIO: Positive direction and limits
PRIO: Present options
PRIO: Speak privately to student
PRIO:

PRI12: Prompting/cueing PRI26: Teacher proximity

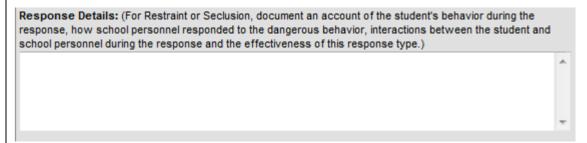
PRI13: Provide a specific direction PRI99: Other – describe in pre-response text box

PRI14: Provide choices

Pre-Response Actions: (For Restraint or Seclusion, document an account of the actions, by the involved st and staff, which led to this response. Include a description of any events leading up to the response, the effectiveness of any Pre-Response Interventions and how the student's behavior posed danger or harm.)	udents
	^
	v

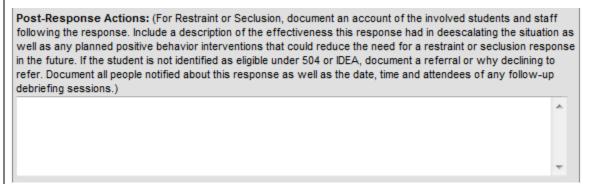
Pre-Response Actions - Enter the following information into the textbox:

- o Document an account of the actions by involved students and staff before the response
- Describe events leading up to the response, including possible factors contributing to the dangerous behavior
- Document the effectiveness of any Pre-Response Interventions
- Describe how the student's behavior posed an imminent danger of physical harm to self or others



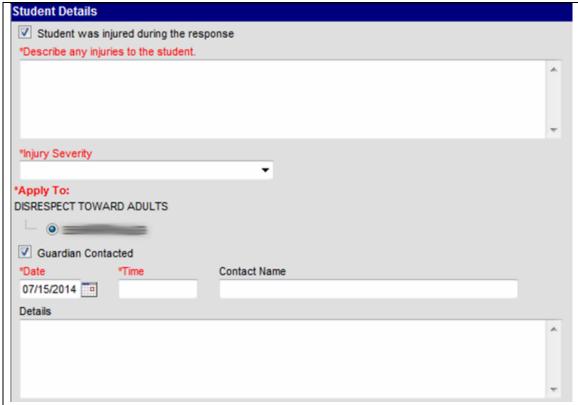
Response Details – Enter the following information into the textbox:

- Document an account of the student's behavior during the response
- o Describe how school personnel responded to the dangerous behavior
- Document interactions between the student and the school personnel during the response
- Document the effectiveness of this response type



Post-Response Details – Enter the following information into the textbox:

- Document an account of the student and staff following the response
- Document the effectiveness this response had in deescalating the situation
- Describe the planned positive behavioral interventions which shall be used to reduce the future need for restraint or seclusion of the student
- Document a referral to Program 504 or IDEA, if student not previously identified
- Describe basis for declining to refer the student to Program 504 or IDEA, if applicable
- o Enter the Date the Parent Notified and Method of Notification
- Enter de-briefing session date, time and attendees
- Document any follow-up debriefing sessions



Student was injured during the response: Selecting this indicator will prompt two required fields **Describe any injuries to the student**: Describe injuries to student related to the restraint or seclusion **Injury Severity**: Select from the drop list the severity of the injuries to the student

01: Minor

02: Severe: Extreme Physical Pain

03: Severe: Loss or Impairment of Function04: Severe: Protracted & obvious disfigurement

05: Severe: Substantial Risk of Death

06: Severe: Death

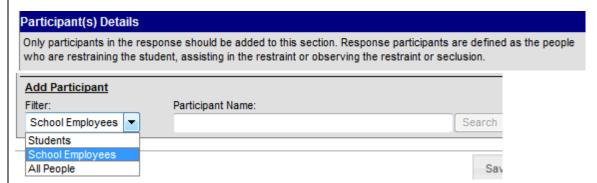
Apply To: Select student in which to apply Behavior Response

Guardian Contacted: Indicate that the guardian was contacted, this will open additional fields to complete

Date: Enter the date the guardian was contacted **Time:** Enter the time the guardian was contacted

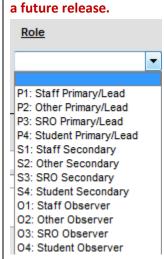
Contact Name: Enter the name of the guardian contacted

Details: Enter any details discussed during the contact, such as the method of contact

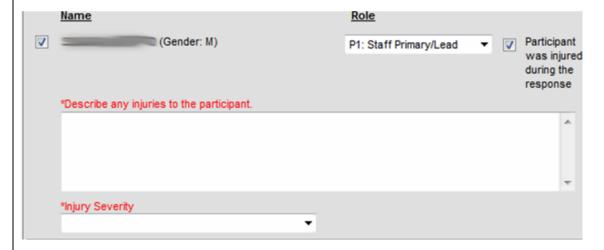


Search and add all participants involved in the behavior response

NOTE: Do not add other students as participants to a response, all participants currently print on the offender's behavior detail report and this is a violation of FERPA. KDE has an open case with IC and the issue will be resolved in



Select the Role of the Participant from the drop list



Participant was injured during the response: Selecting this indicator will prompt two required fields

Describe any injuries to the participant: Describe injuries to the participant related to the restraint or seclusion

Injury Severity: Select from the drop list the severity of the injuries to the participant

01: Minor

02: Severe: Extreme Physical Pain

03: Severe: Loss or Impairment of Function04: Severe: Protracted & obvious disfigurement

05: Severe: Substantial Risk of Death

06: Severe: Death